

Frequently Asked Questions About EMT Recertification

1) What are the requirements to maintain your EMT certification?

- a) Successful completion of an EMT refresher course approved by the Department of Public Health (Department), appropriate to your current level of certification.
- b) A total of 28 hours of Department-approved continuing education hours for EMT-Basics and EMT-Intermediates, and a total of 25 hours of Department-approved continuing education for EMT-Paramedics.
- c) Submission of a recertification application and applicable fee to OEMS.

* All requirements must be completed by December 31st of the year prior to the April expiration date. All applications submitted after December 31st may result in a lapse in your certification before receiving your new certification, making you ineligible to work as an EMT in Massachusetts

2) How do I determine the number of continuing education credits that I have earned?

To find out the hours you have earned, you must complete and submit a “Request of Continuing Education Printout Summary” form. This form can be downloaded from the Department’s Office of Emergency Medical Services (OEMS) website, under “Forms”. Your request can be mailed to OEMS for processing. Within 10 business days, you will receive a printout by mail.

3) Why are my records for continuing education credits different from the credits I received from OEMS on the “Request for Continuing Education Printout?”

Your records may differ because there may be a discrepancy. There are many reasons for a discrepancy to occur. You may file a discrepancy report form, listing all the courses you attended which DO NOT appear on your printout. **Only classes that are not on your printout should be listed on the discrepancy report form.** Make sure all fields are completed, including the OEMS approval number.

4) If my EMT certification card is lost, stolen or damaged, how do I receive a replacement card?

A “Replacement Card Request” form can be downloaded from the OEMS website. After completing the form, submit it to OEMS. **Massachusetts law requires that you carry a valid EMT card, CPR card, and drivers license, at all times while working as an EMT.** You must be able to show a valid EMT card while working as an EMT.

5) What if my name and/or address has changed?

You must submit a letter to OEMS explaining the change and submit legal documentation specifically for a name change. It is your responsibility to notify OEMS of any address or name change in order to receive pertinent communications from the office.

6) What happens if I do not complete the required number of continuing education and/or refresher course within my allotted time frame?

Your certification will expire on the date printed on your EMT card. All recertification requirements must be completed by December 31st of the year prior to the April in which your certification expires. If you did not meet the recertification requirements, your certification will expire on the April date indicated on your EMT card, and you will not be authorized to work as an EMT as of that date. In order to reinstate your certification, you must complete the requirements for reinstatement. You are allowed to reinstate your certification within one year of its expiration date by:

- a) Successfully completing the required Department-approved refresher course, within one year from your expiration;
- b) Submitting an Examination Application and Fee;
- c) Submitting a copy of your current BLS-CPR card (required for all levels) and a current ACLS Card for EMT-Paramedic Reinstatement; and
- d) Successfully completing and passing the Massachusetts written and practical examination appropriate for your level of certification.

If you do not file for reinstatement with OEMS within one year of your expiration date, you will be required to retake the EMT Initial Training course, before taking the Massachusetts EMT certification examination.

7) Can I file for an extension to finish completing the requirements?

There are no extensions or waivers in general granted under Massachusetts EMS regulations for EMTs who were unable to complete the recertification requirements. The only exception to this is the extension provided under 105 CMR 170.931 for EMTs whose mobilization for active duty, as members of a reserve or national guard component of the armed forces, affected their ability to maintain current certification.

8) What is the fee for Recertification?

There is a fee of \$75.00 that is due with the completed application to OEMS prior to your expiration date. Applications should be submitted as soon as possible to ensure that there will not be a lapse in your certification. Only checks or money orders, payable to the Commonwealth of Massachusetts, will be accepted. **All fees are non-refundable.**

9) Can I receive credit for teaching CPR, First Aid, or continuing education?

Yes. To obtain credit, submit copies of official rosters or a letter from American Heart Association (AHA), American Red Cross (ARC) or National Safety courses documenting your EMT number, dates and type of courses that you taught. Instructors for CPR, First Aid and First Responder courses will be given continuing education credit for teaching (or assisting). One hour credit is given for every two teaching hours with a maximum of 20 hours per recertification period for EMT-Basics. A maximum of 10 hours of teaching credit are allowed for EMT-Intermediates and EMT-Paramedics.

10) If I take continuing education classes outside Massachusetts, am I allowed to apply these hours toward my recertification?

Yes. These classes are considered special credit. Some courses that may be for special credit include: out-of-state classes, college classes, specialty workshops, childbirth preparation, attendance at a childbirth, on-line and other EMS related courses that have not been given a Massachusetts OEMS approval number. To receive special credit, documentation of course completion must be submitted to OEMS for approval. Documentation must include a description of the course, proof of course completion, the location, and applicable dates. Topics that are not applicable to prehospital practice will not be awarded special credit.